

**AGING AND DISABILITY RESOURCE CENTER OF WAUKESHA COUNTY
ADVISORY BOARD
Meeting Minutes**

Meeting Date/Time: 03/01/12 @ 9:30 a.m.

Location: Human Services Center Brookfield Room

Committee Members:

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|---------------------------|------------------------------|
| <u>X</u> Farrell, Dennis | <u>X</u> Ruf, John |
| <u>X</u> Goetz, Jennifer | <u>X</u> Spitz, Carolyn |
| <u>X</u> Graham, Bill | <u>X</u> Turkoske, Julie |
| <u>X</u> Hansen, Patricia | <u>X</u> Weidmann, Larry |
| <u>X</u> Lee, Glenn | <u>EA</u> Wolff, Sandy |
| <u>A</u> Lee, Lorraine | <u>X</u> Zaborowski, William |
| <u>X</u> Pagels, Nancy | |

X = Present A = Absent EA = Excused Absence

Additional Attendees:

X Bellovary, Cathy
X Smith, Sue
X Smith, Mary

Call to Order:

The meeting was called to order at 9:31 a.m.

Public Comments:

Larry Weidmann commented on the excellent ADRC article that appeared in the Waukesha County Beat on the Aging Project and Chronic Disease Management classes. In the future, a copy of the County Beat will be provided to Board members via email. S. Smith will have hard copy available as well.

D. Farrell saw John Curtis. John sends his best to the Board.

Approval of minutes of 2/2/12 meeting:

Chairperson B. Graham called for approval of the meeting minutes of February 2, 2012, however two corrections were requested in the Managers Report. Corrections were immediately made by S. Smith, adding the word *meeting* to the second bullet point and adding *for Economic Support* to the last bullet point. Corrected minutes were provided to the Board. B. Graham again called for approval of the meeting minutes of February 2, 2012. D. Farrell moved to approve the minutes; B. Zaborowski seconded the motion. All in attendance approved. Motion is carried.

Educational Segment: GWAAR Self-Assessment – Mary Smith - Action Item

Mary C. Smith, Nutrition and Aging Services Supervisor in the ADRC, reviewed the GWAAR Self Assessment, pointing out the additions that were added, based upon suggestions provided by the Board at the February 2, 2012 meeting. Chairman B. Graham called for approval of the 2011 Bureau of Aging and Disability Resources Aging Unit Self Assessment. D. Farrell moved to approve the self-assessment; P. Hansen seconded the motion; all in attendance approved. Action passed.

Discuss ADRC Advisory Board by-laws:

A draft copy of the updated by-laws was provided to Board Members for review. The by-laws will be updated with the following additions and corrections:

Article IV – Membership, B., the word ethic will be corrected to read *ethnic*.

Article VI – Officers, B., now reads The Chairperson, Vice Chairperson and Secretary will be elected *annually*, by ballot at the September meeting and will assume office immediately.

Article VII – Meetings, now includes item D. The Advisory Board Meeting shall be conducted and governed by Robert's Rules of Order Newly Revised. The Chairperson shall appoint, with the concurrence of the Board members, the Board's Parliamentarian. In the absence of the member appointed as the primary Parliamentarian the Board Secretary shall assume the duties of the Parliamentarian.

The Board determined that no other additions, changes or corrections are necessary. C. Bellovary will forward the ADRC Advisory Board by-laws to Corporation Counsel, D. Caldwell for review. The approval of the updated by-laws and the appointment of the Board Parliamentarian will be on the Agenda as action items at the April 5, 2012 Advisory Board Meeting.

Advisory Board Chair Report

- B. Graham shared his copy of Living Well with Chronic Conditions manual with the Board. He has completed an intensive 4-day training session, which was developed by Stanford University, and is now a leader for this program. The next session will be conducted at the ProHealth Rehabilitation Center. B. Graham will be the leader at the Menomonee Falls session. Heidi Reichard, Community Health Coordinator from the ADRC will be assisting. This is a valuable program, which helps people deal with chronic diseases.
- B. Graham provided an update to the Board for the UW Madison Technology Grant. Individuals participating in the "New Berlin Connects" initiative had the opportunity to attend the dining site at the National Regency Retirement Community in New Berlin. This provided a wonderful opportunity to not only dine at the facility, but also have conversations with the diners, both before and after the meal. Very valuable information was obtained. C. Spitz was also part of this group, indicating it was a delightful and valuable learning experience. Engineers from UW Madison working on this project, will use the information obtained to develop appropriate technology to help individuals safely stay in their homes longer. More information will be provided to the Board as this project progresses.

ADRC Manager's Report:

- C. Bellovary reiterated that we would forward a copy of the County Beat to Board Members.
- ADRC staff has begun working on the 2013-2016 Strategic Plan.
- A Request for Proposal should be going out in the next few weeks for a new Case Management computer system, which will replace PeopleLink. The APS Unit is the only division in the ADRC who will use this new system; SAMS will continue to be used by all other staff.
- Groundbreaking for the new building will be on March 21, 2012 at 2:00. Invitations to follow. In the event of inclement weather, the ceremony will be held in the HHS Board Room. Once construction begins, the ADRC will make every effort to advise when detours are in place. If this becomes too difficult, we may look at alternative meeting sites.
- The Volunteer Recognition Event is scheduled for April 22, 2012 at noon. John Ruf has agreed to be the speaker at this year's event. Invitations will be going out shortly. The County Executive will open the event and Accompany of Kids will once again provide the entertainment. There is no charge for our volunteers. Guests will pay \$16.00 for the meal.
- Our Caregiver Seminar will be held on May 2, 2012 from 9:45 am to 3:15 pm at the Retzer Nature Center. Registration forms are available.
- The ADRC is beginning to work on the 2013 Budget.
- Unmet needs will be discussed in April.

State Aging Advisory Committee Report:

No report

Greater Wisconsin Agency on Aging Resources (GWAAR) Report:

The approved GWAAR Self Assessment report will be submitted today. We will begin working on the next 3-year plan – 2013-2016.

Coalition of Wisconsin Aging Groups (CWAG):

The contract for the Elderly Benefit Specialist ends in March. We will be working hard to avoid disruption in service to our clients.

Health and Human Services Board and Committee Report:

- A farewell luncheon was held for Joanne Weidmann. Joanne was thanked for her many years of service.
- There will be an open meeting for the Community Health Improvement Plan on March 27, 2012 at 4:30 pm. This meeting, which is discussion on how to improve health in our community, will be held at the County Highway Operations Building, 1641 Woodburn Road.
- The Public Hearing on Unmet Needs will be held on March 29, 2012 at 7:00 pm in the Waukesha Expo, Forum.
- The Board gathers information year long; that information, as well as information gathered at Public Hearings are then presented to the County Executive for Budget impacts.

Other Business/Updates:

- P. Hansen shared that this past month, Tom Ludka from Veterans Services was the speaker at her Club meeting. He shared valuable information with the group regarding Veterans Benefits/Pension Benefits for widows.
- B. Graham reminded the Board that the next Living Well with Chronic Conditions session is April 16 through May 21, Mondays from 9:00 – 11:30 am. The session will be held at the Menomonee Falls Recreation Center, W152N8645 Margaret Road, Menomonee Falls. If you have questions, you may contact Living Well Coordinator, Heidi Reichard at 262-548-7827. Information regarding the session beginning on May 8 at the ProHealth Rehabilitation Center is available on the ProHealth website/Classes & Events.

Adjournment:

J. Ruf moved to adjourn the meeting; D. Farrell seconded the motion; all in attendance approved. Motion is carried.

Next Meeting Date and Time: April 5, 2012 @ 9:30 a.m.

Approved _____ **Date** _____

Recorded and Submitted by Sue Smith